

SENATE FISCAL AGENCY
Job Description

POSITION TITLE: Chief Economist

IMMEDIATE SUPERVISOR: Director

SUMMARY: The Senate Fiscal Agency Chief Economist is responsible for detailed analysis and forecasts of the economy and the State budget. In addition, the Chief Economist provides fiscal analysis of taxation bills before the Senate Finance Committee. Finally, the Senate Fiscal Agency Chief Economist undertakes miscellaneous duties and projects determined to have merit and assigned by the Director of the Senate Fiscal Agency or his/her designee.

DUTIES AND RESPONSIBILITIES:

1. Prepare detailed economic forecasts for the State and National economy.
2. Provide the principal staff support for the Consensus Revenue Estimating Conference established pursuant to Public Act 72 of 1991.
3. Provide detailed revenue estimates and estimates of year-end State budget balances.
4. Analyze, make recommendations, answer questions, and prepare documents regarding State or Federal taxation issues.
5. Acquire a working knowledge of econometric modeling and forecasting techniques.
6. Maintain a current and up-to-date listing of key National and State economic and tax variables.
7. Review on a regular basis, reports of the Federal and State government, Federal Reserve publications, economic journals, university publications, and other reports concerning economic research.
8. Provide staff assistance to the Senate Finance Committee.
9. Testify before Senate/House Committees and Subcommittees regarding economic or tax issues.
10. Establish professional relationships with significant policy staff in the Executive Branch, House Fiscal Agency, and other State staff offices.
11. Serve on internal Senate Fiscal Agency committees.
12. Provide fiscal analyses for all assigned bills.



SKILLS AND ABILITIES:

1. Must possess a strong background in economic policy analysis.
2. Must possess the ability to communicate complicated and technical issues effectively, both orally and in writing.
3. Must exhibit the ability to use diplomacy, discretion, and good judgment in dealing with Senators, Legislative staff, Executive Agency Directors and staff, and members of the public and press.
4. Should have in-depth knowledge of the legislative process.
5. Must possess educational or practical experience in statistical analysis and interpretation.
6. Must display basic research, analytical and statistical skills as evidenced by a masters degree in economics or other comparable educational or practical experience.
7. Must have skill with computer equipment and software.

Note: This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency or his/her designee.

